

**REGULAR MONTHLY MEETING  
OF THE STEPHENS CITY TOWN COUNCIL  
TUESDAY, OCTOBER 4, 2022  
6:00 PM**

Mayor Diaz called the meeting to order at 6:00 pm and led the Pledge of Allegiance.

Mayor Diaz asked that we observe a moment of silence.

Roll was called with the following members present:

Mayor Diaz, Councilman Bowers, Councilman Fravel, Councilwoman Smith-remotely,  
Councilwoman Stevens

Staff present:

Mike Majher, Town Manager; Kelly Thatcher, Town Clerk; Steve Rickards, Town Treasurer; Dave Griffin, Town Attorney; Bill Copp, Police Chief; Timothy Vaught, Fire Chief -remotely

Guests:

Amy and Trip Bryant, Ayden and Ebony Gonzalez, London Jones, Stephanie McCoy

**PUBLIC COMMENT**

Mayor Diaz asked if anyone from the public had comments. Amy Bryant Scout leader for Pack 159 addressed council. She had brought 5<sup>th</sup> graders from the pack that are working on their Arrow of Light. They are learning how to be better citizens and on how to build a better world. One of the requirements is to observe a government meeting and to then ask questions. Mayor Diaz asked them to stay after the meeting and that our council members would be happy to talk with them.

**MINUTES - REGULAR MEETING OF SEPTEMBER 6, 2022**

Councilman Bowers moved for approval of the minutes of the regular Town Council Meeting of September 6, 2022. The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Absent
P. Fravel-Aye	Smith-Aye
Stevens- Aye	Swygert-Smith-Absent

**TREASURER'S REPORT - Report attached**

Town Treasurer Steve Rickards stated that he had included a summary snapshot to make it easier to understand. He reported that once again the town had an outstandingly robust month. He stated that the late notices for utility bills were going out and that in the next few weeks the second half tax notices would be going out.

**POLICE REPORT - Report attached**

Chief Copp asked if anyone had questions about the attached report? He reminded everyone that tomorrow October 5<sup>th</sup> from 8:00-9:30 was Coffee with a Cop at Sheetz. He said that the department would be attending the Valor Awards on the 6<sup>th</sup>. On the 10<sup>th</sup> of October the Chief will be going to the Christian Academy to speak to the students. The Police Department and the Fire and Rescue

Rescue Department will be holding their first Public Safety Day on October 15<sup>th</sup> from 12-4. Capon Valley Bank will be the sponsor of this event.

**SCVFD REPORT- Report attached**

Chief Vaught read his report. He stated that October was a busy month with Fire Prevention week from the 9<sup>th</sup>-15<sup>th</sup>, Public Safety Day the 15<sup>th</sup>, a special benefit dinner on the 22<sup>nd</sup> and trick-or-treating on the 31<sup>st</sup>. He told the Scouts that he appreciated them coming to the meeting.

**ACTION AGENDA**

**Public Forum Schoolhouse Referendum**

Mayor Diaz opened the public forum for the Schoolhouse Referendum.

Town Attorney Dave Griffin explained that because of State Law when there is a referendum vote that there needs to be a Public Forum so that there can be discussion about the referendum and to answer any questions the citizens might have. He let our guests know that the schoolhouse was going to be renovated and would be our Town offices. He explained that the Town had outgrown the office it is now located in. By voting YES, the town will be able secure a USDA loan at 2% interest. If it is a NO vote the work still needs to be done and will result in a loan with a much higher interest rate.

Mayor Diaz asked if anyone from the public had any comments or questions. There being none he closed the Public Forum.

**Amendment to Chapter 22 to incorporate updated state code references**

Mayor Diaz asked the Town Manager to explain the amendment. Mike Majher explained that after reviewing Chapter 22 there were updates that need to be made in the wording with addition of some and deletion of others.

Mayor Diaz asked the Clerk to do the 1<sup>st</sup> reading of the amendment by title only. The Clerk read, "AN ORDINANCE TO AMEND AND REVISE PORTIONS OF CHAPTER 22 OF THE TOWN OF STEPHENS CITY, for technical corrections." Councilman Bowers made the MOTION to adopt the 1<sup>st</sup> reading. The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Absent
P. Fravel-Aye	Smith-Aye
Stevens- Aye	Swygert-Smith-Absent

Mayor Diaz asked the Clerk to do the 2<sup>nd</sup> reading of the amendment by title only. The Clerk read, "AN ORDINANCE TO AMEND AND REVISE PORTIONS OF CHAPTER 22 OF THE TOWN OF STEPHENS CITY, for technical corrections." Councilwoman Stevens made the MOTION to adopt the 2<sup>nd</sup> reading. The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Absent
P. Fravel-Aye	Smith-Aye
Stevens- Aye	Swygert-Smith-Absent

**COMMITTEE REPORTS**

**A. Finance Committee - Linden A. Fravel, Chair**

No Meeting: No Comments

**B. Personnel Committee - Pete Fravel, Chair**

No Meeting: No Comments

**C. Public Safety Committee - Ron Bowers, Chair**

Meeting: Mike Majher informed Council that Fire Chief Vaught had requested that a Tower Truck be added to the Town's CIP. Councilman Bowers made the Motion to add the Tower Truck to the CIP. The Motion carried with the following VOTE:

Bowers- Aye	L. Fravel-Absent
P. Fravel-Aye	Smith-Aye
Stevens- Aye	Swygert-Smith-Absent

Fire Chief Vaught explained that when there are appeals to notices of violation of the fire code they need to go before an established Technical Review Board. He is requesting that Council allow him to approach Frederick County, asking them if the Town's Fire Department could use their board. Councilman Bowers made the Motion to allow Chief Vaught to approach Frederick County. The Motion carried with the following VOTE:

Bowers-Aye	L. Fravel-Absent
P. Fravel-Aye	Smith-Aye
Stevens-Aye	Swygert-Smith-Absent

**D. Public Works Committee - Mariah Smith, Chair**

Meeting: Councilwoman Smith informed Council that there had been discussion on the water meter reader and that it needed to be upgraded as the model we are using will soon be obsolete. The new reader, which can be attached to a vehicle, cutting the reading process in half will cost around \$13,000. There was also discussion about the article in the paper regarding what happens if we exceed our limit three months in a row. There needs to be a solution and another meeting will be held to start looking at our options.

**E. Ordinance and Governments Committee - Regina Swygert-Smith, Chair**

No Meeting: No Comments

**F. Parks and Recreation Commission - Tina Stevens, Chair**

No Meeting: No Comments

**G. Planning Commission - Linden A. Fravel Jr. Chair**

No Meeting: No Comments

**H. Newtown Heritage Festival Committee**

Meeting: Mayor Diaz stated that members of the NHF committee had marched in the Homecoming Parade to hand out literature and raise awareness of the festival. Two new people showed up to this month's meeting. There are plans to keep doing different events to try and reach out and recruit volunteers.

### **APPROVAL OF COMMITTEE MINUTES AND REPORTS**

Councilman Bowers made the Motion to approve the Minutes and Reports. The Motion carried with the following VOTE:

Bowers-Aye	L. Fravel-Absent
P. Fravel-Aye	Smith-Aye
Stevens-Aye	Swygert-Smith-Absent

### **TOWN MANAGERS REPORT**

Town Manager Mike Majher reported:

1. There had been many phone calls about the higher water bills. Many of the callers were understanding once it was explained about the rate increase.
2. A letter had been received that electric bills would also be going up.
3. Public Safety Day is the 15<sup>th</sup> and there will be free giveaways, reptiles and free hotdogs.
4. Signs have been ordered that say Vote Yes to put around town before Election Day.
5. Even though it was a Cold and rainy day there was a good turnout for the Heroes 5k.
6. A big Thank you goes out to Mr. Swain and his crew for a job well done. There were many good comments and compliments on how nice and smooth the Homecoming Parade went.
7. October 28<sup>th</sup> will be the night for Movie on Main. Coco will be the movie.

### **CLERK'S REPORT**

Town Clerk Kelly Thatcher wanted to let everyone now that Tree of Crafts would be having their grand Opening on October 30<sup>th</sup> at 12:30. There will be a trunk or treat, games, facepainting, food and much more. La Nortena, the Hispanic grocery on the corner of Main and Green is now serving food. The Town office will be closed on October 10<sup>th</sup> so we will be delaying utility penalties and shut offs by a day.

### **COUNCIL COMMENTS/CALENDAR**

Mayor Diaz asked if there were any comments or if there were any changes to the calendar. Councilman Bowers stated that the power company was out and about in fixing poles. He also wanted to compliment the new owners of where Classic Transit used to be. They have really cleaned it up and it really looks good.

Mayor Diaz wished everyone a Happy Halloween and informed everyone that trick or treating would take place from 5:30-8:00 and to please be safe.

There being no further business, Councilwoman Stevens made a motion to adjourn at 6:53 pm and the motion carried unanimously.

---

Michael A. Diaz, Mayor

---

Kelly Thatcher, Town Clerk